

# Confirmation of Collaboration Agreement

Date: [Insert Date]

To,  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name],

We are pleased to confirm our collaboration agreement regarding the e-commerce partnership between [Your Company Name] and [Recipient Company Name]. This collaboration aims to [briefly describe the purpose or goal of the collaboration].

The key terms of the agreement are as follows:

- Duration: [Insert Duration]
- Responsibilities: [Outline Responsibilities]
- Financial Terms: [Outline Financial Terms]
- Confidentiality Clause: [Insert Clause]

We believe that this partnership will be mutually beneficial and look forward to working closely together. Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]

Accepted by,  
[Recipient Name]  
[Recipient Title]

Signature: \_\_\_\_\_